

sender's address
on the top
right-hand side

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date on the
right-hand side

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an informal greeting,
e.g. 'Dear'...
or 'Hello'...

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an introduction that
sets out the purpose
of the letter

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more details are
given in next
paragraph(s)

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a conclusion finishes the
letter or sets out what the
sender wants the recipient
to do next

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ends with 'from',
'best wishes' or 'love'

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capital letter to
punctuate a sentence

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capital letter
for people

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capital letter
for places

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capital letter for days
of the week

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capital letter for the
personal pronoun 'I'

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full stop

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ideas and sentences
joined with the
conjunction 'and'

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common exception
words spelt correctly

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compound word

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prefix 'un' used

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plurals spelt correctly

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adding suffixes -ing
-ed -er to a verb

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adding suffixes -er or
-est to an adjective

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question mark

[twinkl.com](https://www.twinkl.com)

exclamation mark

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**adjective to describe
and add detail**

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